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# PIMA INTERAGENCY TRAINING COMMITTEE

Benefiting the People and Communities of the Avra Valley, Drexel Heights, Golder Ranch, Northwest,  
Pascua Pueblo, Picture Rocks, Rincon Valley, South Tucson, Three Points and Tohono O'odham  
Fire Districts

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## PIMA INTERAGENCY TRAINING COMMITTEE

### POSITION QUALIFICATION TASK BOOK

# Fire Inspector I

## (NFPA Fire Inspector I)

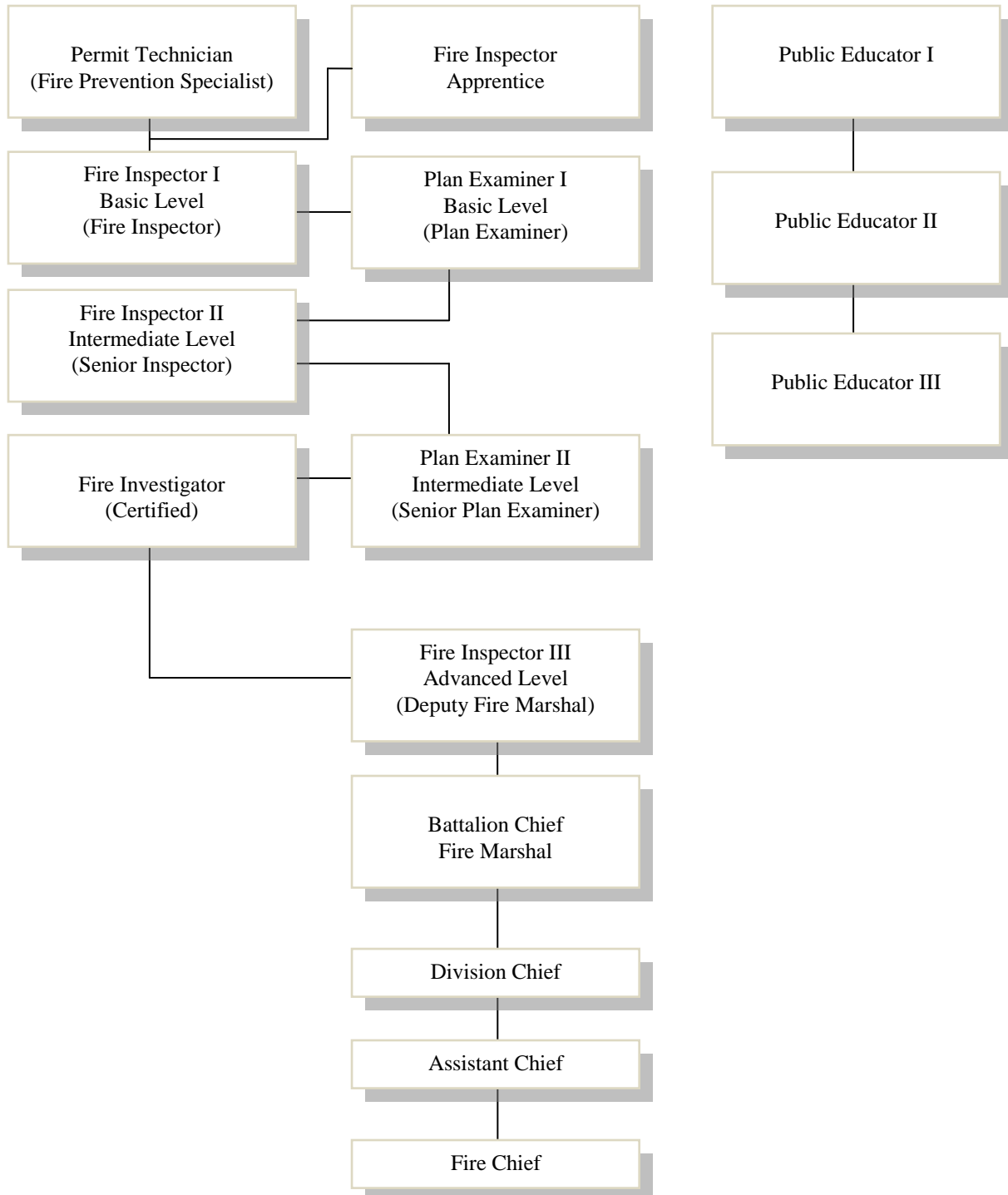
Concurrent with NFPA #1031(2009), NFPA 921 (2011),  
NFPA 1001 (2013) and Agency Specific Requirements  
Revised 02/23/2015

<b>Task Book Assigned to:</b>		
<b>Individual's Name:</b>	<b>Agency:</b>	<b>Employee Number:</b>
_____	_____	_____
<b>TASK BOOK INITIATION:</b>		
<b>Training Officer:</b>	<b>Date:</b>	
_____ (Printed)	_____	
_____ (Signature)		

# Pima Interagency Training Committee

## Fire Inspector I Qualifications

### FIRE PREVENTION CAREER PATH



# **Pima Interagency Training Committee Fire Inspector I Qualifications**

## **POSITION TASK BOOKS (PTB)**

### **SCOPE**

A Position Task Book (PTB) shall be completed by any member of the Pima Interagency Training Committee (PITC) Affiliate who is training for a position or rank requiring the completion of specific tasks and training under supervision. Higher position task books may be initiated at any time after the member has met the prerequisites for the position.

### **PURPOSE**

The Position Task Book is a written record of the minimum required training and experience necessary to achieve a specific position or rank. Each task book will assist you by serving as a *road map* to guide you through the specific tasks you must perform and the training you must complete in order to be certified for each specific position. Completion of the entire task book will ensure that you have been evaluated in the critical tasks necessary to safely and adequately function in that position, without placing the public, fellow coworkers, or yourself at unnecessary risk.

### **DEFINITIONS**

Completion:	Successful accomplishment of all requisite skills and knowledge.
Conduct:	Lead and direct the major elements of the activity.
Demonstrate:	Perform the manipulative skills and physical actions necessary for the task.
Evaluator:	A person currently qualified in that position or at least one level above the position being evaluated.
Participate:	Actively perform an essential portion of the activity.

### **INITIATING A TASK BOOK**

To initiate a task book and begin training to qualify for a specific position, follow these steps:

1. Meet with the Training Officer to determine that you are eligible to begin a Position Task Book.
2. Obtain a blank task book for that position from the Training Officer. Have the Training Officer enter the date, and sign and print his/her name on the front cover.

As you complete a task under the supervision of a qualified instructor, that instructor will date and sign that task line in the book.

## **Pima Interagency Training Committee Fire Inspector I Qualifications**

Upon completion of the task book the member shall have their supervisor review it for accuracy. The Task Book Candidate shall make an appointment with the Training Officer or His/Her designate for a final review and verification of completion. The Task Book will be kept on file in the Training Division.

### **SIGNING OFF TASKS AND TRAINING**

When you perform a specified task competently and proficiently, your evaluator may sign off that task by entering the date of completion under **Date Finished** and signing under **Evaluator**.

Your evaluator must be qualified at or above the level of the position being evaluated.

Signing off education and certification requirements is accomplished by attaching a copy of your certificate of completion for each required class or certification to your task book and having your Supervisor sign. The Training Officer or His/Her designate will verify your certificates for those lines of the task book.

### **SIMULATED AND ACTUAL WORK EXPERIENCE**

Skills portions of the Task Book may be signed off by an evaluator using realistic training, if no actual work experience has been made available to the candidate. For example: If a fire inspector has not been able to gain real life experience by inspecting an occupancy, the supervisor may sign off the skill by using realistic training and documenting multiple dates on which the task was performed.

### **BASIC FIRE INSPECTOR QUALIFICATION**

All newly hired and probationary fire inspectors **must** complete the *skills* portion of the Fire Inspector I Position Task Book within their probationary year or upon completion of a PITC affiliate approved academy.

The *education & certification requirements* listed in this task book must be completed within the time frame set by the Training Officer as the classes become available.

An evaluator may sign off tasks completed by the candidate in their presence and under their supervision. Completion of certain District approved courses may qualify for completion of specific tasks, and the fire inspector may be required to demonstrate only a portion of the material in order to assure that they have obtained the necessary skills.

### **COMPLETING THE POSITION TASK BOOK AND BECOMING QUALIFIED**

When a member has completed all the requirements in the Position Task Book, qualified instructors have signed them off, and your supervisor has signed and dated the "Verification of Completed Task Book" form, the Position Task Book shall be submitted to the Training Officer for review. The Training Officer shall review the book for completeness and accuracy. If it is correct, the Training Officer shall sign it and award the member written documentation that the member is qualified for that position.

## **Pima Interagency Training Committee Fire Inspector I Qualifications**

The Position Task Book original will be placed in the Fire District's training file. Date and type of qualification will be entered into the member's computer personnel file.

### **DEPTH OF TRAINING**

The basis of documenting training in a Position Task Book is to record the real training and education that a fire inspector has mastered. Therefore, the fire inspector should attempt to have the evaluator(s) document the date each time a skill has been performed, to demonstrate depth of training and competency of that skill.

### **RETESTING AND RETRAINING**

When, in the opinion of a supervisor or the Training Officer, a member's performance does not demonstrate a competent ability of one or more tasks signed off in the Position Task Book, the member may be required to retrain and retest on those tasks.

At the discretion of the Fire Chief, the member will be subject to corrective action until completion of any designated training requirements and satisfactory completion of those tasks.

### **LOSS OF QUALIFICATION**

When a previously qualified member repeatedly fails to demonstrate a competent ability of one or more tasks in the Position Task Book, the member's qualification may be revoked. The Fire Chief may require the member to re-qualify on all tasks in that section of the Position Task Book.

## Pima Interagency Training Committee

### Fire Inspector I Qualifications

<b>PITC ACHIEVEMENT</b> <b>PITC or NFPA 1031 (2009 Edition), NFPA 472 (2013 Edition),</b> <b>NFPA 921 (2011 Edition), and NFPA 1001 (2013 Edition)</b>	<b>Date Finished</b>	<b>Evaluator</b>
<b>ADMINISTRATION</b>		
This duty involves the preparation of correspondence and inspection reports, handling of complaints, and maintenance of records, as well as participation in legal proceedings and maintenance of an open dialogue with the plan examiner and emergency response personnel, according to the following job performance requirements. (NFPA 1031 Sec. 4.2)		
Demonstrates an ability to proficiently use Microsoft Word, Excel, Access and PowerPoint programs and the GRFD Intranet. (GRFD)		
Demonstrates a working knowledge of applicable GRFD SOG's (GRFD)		
Prepare inspection reports, given agency policy and procedures, and observations from an assigned field inspection, so that the report is clear and concise and reflects the findings of the inspection in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec.4.2.1)		
Recognize the need for a permit, given a situation or condition, so that requirements for permits are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.2.2)		
Recognize the need for plan review, given a situation or condition, so that requirements for plan reviews are communicated in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.2.3)		
Investigate common complaints, given a reported situation or condition, so that complaint information is recorded, the AHJ-approved process is initiated, and the complaint is resolved. (NFPA 1031 Sec. 4.2.4)		
Identify the applicable code or standard, given a fire protection, fire prevention, or life safety issue, so that the applicable document, edition, and section are referenced. (NFPA 1031 Sec. 4.2.5)		
Participate in legal proceedings, given the findings of a field inspection or a complaint and consultation with legal counsel, so that all information is presented and the inspector's demeanor is professional. (NFPA 1031 Sec. 4.2.6)		
<b>HAZARDOUS MATERIALS</b>		
Meets HAZMAT Competencies for Awareness Level Personnel (Chapter 4 NFPA 472 Section 4.2)		
<b>FIELD INSPECTIONS</b>		
This duty involves fire safety inspections of new and existing structures and properties for construction, occupancy, fire protection, and exposures, according to the following job performance requirements. (NFPA 1031 Sec. 4.3)		
Identify the occupancy classification of a single-use occupancy, given a description of the occupancy and its use, so that the classification is made according to the applicable codes and standards.(NFPA 1031 Sec. 4.3.1)		
Compute the allowable occupant load of a single-use occupancy or portion thereof, given a detailed description of the occupancy, so that the calculated allowable occupant load is established in accordance with applicable codes and standards. (NFPA 1031 Sec. 4.3.2)		
Inspect means of egress elements, given observations made during a field inspection of an existing building, so that means of egress elements are maintained in compliance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.3)		
Verify the type of construction for an addition or remodeling project, given field observations or a description of the project and the materials being used, so that the construction type is identified and recorded in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.4)		
Determine the operational readiness of existing fixed fire suppression systems, given test documentation and field observations, so that the systems are in an operational state,		

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### Fire Inspector I Qualifications

maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.5)		
Determine the operational readiness of existing fire detection and alarm systems, given test documentation and field observations, so that the systems are in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.6)		
Determine the operational readiness of existing portable fire extinguishers, given field observations and test documentation, so that the equipment is in an operational state, maintenance is documented, and deficiencies are identified, documented, and reported in accordance with the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.7)		
Recognize hazardous conditions involving equipment, processes, and operations, given field observations, so that the equipment, processes, or operations are conducted and maintained in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.8)		
Compare an approved plan to an existing fire protection system, given approved plans and field observations, so that any modifications to the system are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.9)		
Verify that emergency planning and preparedness measures are in place and have been practiced, given field observations, copies of emergency plans, and records of exercises, so that plans are prepared and exercises have been performed in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.10)		
Inspect emergency access for an existing site, given field observations, so that the required access for emergency responders is maintained and deficiencies are identified, documented, and corrected in accordance with the applicable codes, standards, and policies of the jurisdiction. (NFPA 1031 Sec. 4.3.11)		
Verify code compliance for incidental storage, handling, and use of flammable and combustible liquids and gases, given field observations and inspection guidelines from the AHJ, so that applicable codes and standards are addressed and deficiencies are identified, documented, in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.12)		
Verify code compliance for incidental storage, handling, and use of hazardous materials, given field observations, so that applicable codes and standards for each hazardous material encountered are addressed and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.13)		
Recognize a hazardous fire growth potential in a building or space, given field observations, so that the hazardous conditions are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.14)		
Determine code compliance, given the codes, standards, and policies of the jurisdiction and a fire protection issue, so that the applicable codes, standards, and policies are identified and compliance is determined. (NFPA 1031 Sec. 4.3.15)		
Verify fire flows for a site, given fire flow test results and water supply data, so that required fire flows are in accordance with applicable codes and standards and deficiencies are identified, documented, and reported in accordance with the applicable codes and standards and the policies of the jurisdiction. (NFPA 1031 Sec. 4.3.16)		
<b>FIRE GROUND OPERATIONS</b>		
The fire inspector will use SCBA during non-emergency operations, given SCBA and other personal protective equipment, so that the SCBA is properly donned and activated, the SCBA is correctly worn, controlled breathing techniques are used, emergency procedures are enacted if the SCBA fails, all low-air warnings are recognized, respiratory protection is not intentionally compromised and hazardous areas are exited prior to air depletion. (NFPA 1001 3.3.1)		
The fire inspector will respond normal traffic in an assigned vehicle to an incident scene,		

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given personal protective clothing and other necessary personal protective equipment, so that the vehicle is safely mounted and dismounted, seat belts are used while the vehicle is in motion and other personal protective equipment is correctly used. (NFPA 1001 3 3.2)		
The fire inspector will demonstrate the ability to protect a fire scene by installing yellow caution tape around and incident scene to preserve evidence and maintain scene safety. (NFPA 921 Sec. 12.2.5.2)		
The fire inspector will demonstrate extinguishing incipient Class A, Class B, and Class C fires, given a selection of portable fire extinguishers, so that the correct extinguisher is chosen, the fire is completely extinguished, and proper extinguisher-handling techniques are followed. (NFPA 1001 3 3.15)		
The fire inspector will demonstrate setting up ground ladders, given single and extension ladders, an assignment, and team members as appropriate, so that hazards are assessed, the ladder is stable, the angle is proper for climbing, extension ladders are extended to the proper height with the fly locked, the top is placed against a reliable structural component, and the assignment is accomplished. (NFPA 1001 3 3.5)		
The fire inspector, operating as a member of a team, will demonstrate the techniques involved with conserving property, given salvage tools and equipment and an assignment, so the building and its contents are protected from further damage. (NFPA 1001 3 3.13)		
The fire inspector will demonstrate illuminating the emergency scene, given fire service electrical equipment and an assignment, so that designated areas are illuminated and all equipment is operated within the manufacturer's listed safety precautions. (NFPA 1001 3 3.17)		
The fire inspector will describe the process for responding to an emergency incident in a private vehicle. (PITC)		
The fire inspector will describe the Personnel Accountability System used by the Fire District, and your responsibility within the system. (PITC)		
The fire inspector will demonstrate climbing an aerial ladder, including "locking in" at the top. (PITC)		
The fire inspector will assist the Haz-Mat team at the Support level including: Product Identification, and Scene Isolation and Evacuation. (PITC)		
<b>PREVENTION, PREPAREDNESS AND MAINTENANCE</b>		
The fire inspector will demonstrate knowledge of performing a fire safety survey in a private dwelling, given survey forms and procedures, so that fire and life-safety hazards are identified, recommendations for their correction are made to the occupant, and unresolved issues are referred to the proper authority. (NFPA 1001 3 5.1)		
The fire inspector will demonstrate knowledge of presenting a fire safety information to station visitors or small groups, given prepared materials, so that all information is presented, the information is accurate, and questions are answered or referred in each of the following areas: (NFPA 1001 3 5.2)		
A) Stop, Drop, and Roll		
B) Crawl Low		
C) Escape Planning		
D) Alert Others in Emergency		
E) Accessing 911 System		
F) Placing, Testing, and Maintaining Smoke Detectors		
The fire inspector will demonstrate the procedures for maintaining and checking the following equipment to the manufacturers standards: hand tools; lighting equipment; SCBA. (NFPA 1001 3 5.3)		
The fire inspector will demonstrate the procedures for cleaning, inspecting, and returning equipment to service, given washing equipment, water, detergent, tools, and replacement items, so that damage is noted and corrected, the equipment is clean, and the equipment is place in a ready state for service. (NFPA 1001 3 5.4)		
<b>DRIVER/OPERATOR</b>		
The fire inspector will demonstrate knowledge and proficiency of Emergency Vehicle Operations (EVO) to include 16 hours of instruction on the following topics: (NFPA 1002)		
A) Accident Avoidance		
B) Accident Statistics		
C) Vehicle Braking Systems		



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D) Basic Vehicle Operation		
E) Laws that govern Fire District Vehicles		
F) Complete Obstacle Course with GRFD Vehicle or Vehicle Assigned to the position of fire inspector		
The fire inspector will demonstrate knowledge and proficiency of Support Vehicle Operations (SVO) to include 32 hours of instruction on the following topics: (NFPA 1002)		
A) Utility/Equipment vehicles		
The fire inspector will demonstrate knowledge of the Emergency Vehicle Preemption system. (PITC)		
The fire inspector will demonstrate knowledge of Arizona Revised Statutes regarding Emergency Vehicle operation. (PITC)		
The fire inspector will demonstrate knowledge the Fire District map book including the procedures for looking up addresses by street number and plat number, and successfully navigates to an address of an emergency call. (PITC)		
The fire inspector will demonstrate the knowledge and procedures for finding an address using the Phoenix Map book. (PITC)		
<b>EDUCATION &amp; CERTIFICATION REQUIREMENTS</b>		
Completion of a Fire District OSHA Infection Control Course. (Attach Copy of Certificate) (NFPA 1001 2.3)		
Possess a current CPR Card. (Attach a Copy of Card) (PITC)		
Completion of a HAZ-MAT Operational Awareness course. (Attach Copy of Certificate) (NFPA 1001 3.1.1)		
Completion of SLD Basic Wildland firefighting course (S-130/190 L180) or equivalent. (Attach Copy of Certificate) (NFPA 1001 3.3.18)		
Completion of Support Vehicle Operator Course (SVO) (Attach Copy of Certificate) (NFPA 1002)		
Completion of "Introduction to the Incident Command System" Course (IS-100). FEMA Independent Study Course (to be done on-duty) <a href="http://training.fema.gov/EMIWeb/IS/is100.asp">http://training.fema.gov/EMIWeb/IS/is100.asp</a> (or Equivalent Course) (Attach Copy of Certificate) (PITC)		
Completion of "National Incident Management System (NIMS)" Course (IS-700). FEMA Independent Study Course (to be done on-duty) <a href="http://training.fema.gov/EMIWeb/IS/is700.asp">http://training.fema.gov/EMIWeb/IS/is700.asp</a> (or Equivalent Course) (Attach Copy of Certificate) (PITC)		
Completion of State Fire Inspector I (Course Work & Certification) (ACFSE) or DOD Fire Inspector I or equivalent <a href="http://azfiretraining.org/Home_Page.php">http://azfiretraining.org/Home_Page.php</a>		
Completion of ICC Fire Inspector I International Fire Code Certification (Exam) or equivalent <a href="http://shop.iccsafe.org/education-and-certification.html">http://shop.iccsafe.org/education-and-certification.html</a>		
Completion of Arizona Chapter IAAI Arson I <a href="http://www.aziaai.org/Training.html">http://www.aziaai.org/Training.html</a> (or equivalent NFA course)		
<b>OPTIONAL DOCUMENTATION</b>		
Completion of Wildland Fire Observations and Origin Scene Protection for First Responders (FI-110), <a href="http://www.idahofireinfo.blm.gov/swift/Classes/Classes%20Word%20Documents/FI110.pdf">http://www.idahofireinfo.blm.gov/swift/Classes/Classes%20Word%20Documents/FI110.pdf</a>		
Completion of FI-210 Wildland Fire Investigation, Origin and Cause Determination, <a href="http://training.nwcg.gov/pre-courses/FI210/html/FI-210_transcript.pdf">http://training.nwcg.gov/pre-courses/FI210/html/FI-210_transcript.pdf</a>		
Basic ICS (I-200), <a href="http://training.fema.gov/EMIWeb/IS/is200.asp">http://training.fema.gov/EMIWeb/IS/is200.asp</a> (or Equivalent Course) (Attach Copy of Certificate) (PITC)		
NFPA 1031 Fire Inspector I <a href="http://www.nfpa.org/training/certification-programs/certified-fire-inspector-i">http://www.nfpa.org/training/certification-programs/certified-fire-inspector-i</a>		

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## VERIFICATION OF COMPLETED TASK BOOK

### FOR THE POSITION OF

# FIRE INSPECTOR I

## FINAL EVALUATOR'S VERIFICATION

I verify that all tasks have been performed and are complete with signatures.

I also verify that

\_\_\_\_\_

has performed as a trainee and should be considered for qualification in the position of

## FIRE INSPECTOR I

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE AND DATE

\_\_\_\_\_  
SUPERVISOR'S PRINTED NAME, TITLE, DUTY STATION AND PHONE NUMBER

## AGENCY CERTIFICATION

I certify that

\_\_\_\_\_

has met all requirements and that qualification for this position has been issued.

\_\_\_\_\_  
CERTIFYING OFFICIAL'S SIGNATURE AND DATE

\_\_\_\_\_  
CERTIFYING OFFICIAL'S PRINTED NAME, TITLE AND DUTY STATION